

## **COURT PERSONNEL ASSISTANT**

### **DEFINITION**

Under general supervision, performs a wide variety of specialized and confidential clerical support duties related to processing personnel and payroll actions; serves as the primary liaison between the Court Personnel and other Court divisions for the processing of personnel transactions and maintenance of personnel records; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in this class serve as liaison between the Court Personnel Department and the Administrative Office of the Courts and the Court divisions in the preparation and processing of personnel transaction forms, employee enrollment forms for various insurance programs, and routine statistical or narrative reports concerning employee records, position control, turnover, or other personnel and payroll related actions. Positions allocated to this class are directly involved in or support the meet and confer, and employee relations process.

### **ESSENTIAL FUNCTIONS**

1. Prepares personnel and payroll transaction forms for a variety of classifications and personnel actions in accordance with applicable Court and County regulations, policies or procedures.
2. Sets up and maintains employee personnel files, departmental position control files and other personnel records.
3. Reviews time sheets for accuracy and supervisor's signature, applies appropriate payroll codes and formulas for bilingual pay and overtime hours reported on the time sheets.
4. Keeps records of employee's performance evaluations and step increases; notifies supervisors when performance evaluations are due.
5. Compiles data and prepares routine statistical and narrative reports relating to the departmental work force profile for employee turnover trends, staff utilization patterns, collective bargaining negotiations and other personnel-related matters and processes.

6. Audits attendance reports for completeness and conformity to the Court and County regulations, requirements and policies.

7. Maintains attendance report files, participates in the preparation of the bi-weekly payroll reports and collects information to prepare reports.
8. Assists in maintaining departmental promotion and transfer records, eligibility lists and orienting new employees to the Court's policies and procedures regarding personnel and payroll reporting requirements.
9. Explains and answers questions regarding payroll, benefits, Worker's Compensation, performance appraisals and assists the employees in completing various enrollment forms.
10. Instructs Court personnel in proper procedures for completing time sheets, retirement forms, work injury reports, leave of absence requests and other personnel related documents.
11. Composes and types general correspondence and other materials; may develop new departmental personnel forms and procedures to improve efficiency and/or comply with new personnel policies and regulations.
12. Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

Three years of clerical experience, at least one year of which consisted primarily of personnel and/or payroll processing and record keeping activities and working with personnel rules and regulations. Either of the following may be substituted for one year of the general clerical experience: (1) completion of 18 semester or 27 quarter units from a recognized college in secretarial sciences, office practices, business education, or a closely related field; or (2) completion of 360 hours of training from a recognized occupational training program in secretarial sciences, business education, or a closely related field.

### **Knowledge of**

Personnel and payroll record keeping practices; various types of personnel transactions; modern office practices and procedures, including preparing correspondence and reports, filing and operating standard office equipment.

### **Ability to**

Interpret and explain rules and procedures; effectively deal with employees, management, Court Personnel staff and the public; devise and maintain various personnel record keeping systems; perform arithmetical computations; compile and organize data into reports; perform clerical work requiring independent judgment and accuracy.

### Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

### **PHYSICAL CHARACTERISTICS**

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/01  
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